

## **CHAPTER 95-02-03 PROCEDURE FOR GRANT REQUESTS**

Section

95-02-03-01

Procedure for Grant Requests

**95-02-03-01. Procedure for grant requests.** Applications are limited to twenty typed, single-spaced or double-spaced eight and one-half inch by eleven inch pages, including the application form and any attachments. Fifteen copies of the proposal must be delivered or mailed to the commission. Using the commission's grant proposal form, applicants are required to include the following in their proposals:

1. Application cover sheet, including names and addresses of applicant organization, principal contact, project title, fund request, and total project budget.
2. Executive summary, limited to two pages, summarizing the essential elements of the proposal, including narrative and funding request.
3. Project narrative, including:
  - a. Description of the product or process which will result from the research.
  - b. Description of the planned commercialization efforts, including market research to date by the applicant or others and potential market for product or process to be developed.
  - c. Description of the research methodology to be employed including objectives, tasks, milestones, and research site, and a schedule of planned activities and timeframe for completion.
  - d. Summary of prior research done by the applicant or others and the development of the product or process to date.
  - e. Explanation of how the technology or innovation will benefit the applicant, the end-user of the project, or both.
  - f. Explanation of why this particular project is needed and how the project will further develop existing technologies.
  - g. Explanation of patents or regulatory approval granted or expected to be granted as a result of successful outcome of research.
  - h. Explanation of the estimated benefit of the project to one or more sectors of North Dakota agriculture, such as increased markets, new uses, or value added to agricultural products.

- i. Explanation of the estimated benefit of the project in terms of job creations and economic development.
  - j. List of project cosponsors (including name of organization, address, telephone, key contact, and nature of participation). Letters of intent to participate must be attached.
  - k. List of principal investigators and other members of the research team, including their respective expertise and responsibilities under the project. Resumes, limited to two pages, must be attached.
  - l. Review of research.
- 4. List and describe other funding sources.
  - 5. Project budget. Attach a detailed project budget including the following categories:
    - a. Salaries, wages, and fringe benefits.
    - b. Equipment.
    - c. Materials and supplies.
    - d. Travel.
    - e. Publications costs.
    - f. Computer costs.
    - g. All other direct and indirect costs.
  - 6. Include breakdowns of the planned expenditures by funding source:
    - a. Agricultural products utilization commission funds request.
    - b. Private funds.
    - c. Federal funds.
    - d. Other matching funds, identified by individual source.

(Attach letters of commitment for matching funds to be provided contingent upon approval of this grant.)

Supplementary attachments will be counted within the twenty-page proposal limitation. Promotional materials or materials not directly related to the proposals are discouraged.

**History:** Effective June 1, 1990.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 4-14.1-02